

**Job Title:** Human Resources Specialist



## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Nonexempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Professional – 18

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

## **JOB SUMMARY**

The purpose of this position is to provide records management and distribution services for all District schools and departments.

## **ESSENTIAL JOB FUNCTIONS**

- Inputs payroll and leave requests; orders supplies.
- Serves as the sick leave pool administrator.
- Assists in processing all leave benefits (FMLA, MLOA, and PLOA).
- Assist District leadership in all aspects of leave policy and management.
- Processes subpoenas, work orders, travel paperwork, purchasing card invoices, and bank statements.
- Sorts and assembles documents for distribution to District schools and departments.
- Coordinates contracts with service providers.
- Communicates effectively with staff, public, and vendors.
- Works with principals and school staffs, District staff, vendors, and the general public to provide services and materials.
- Responds to inquiries or concerns in a timely manner.
- Prepares all required reports and maintains appropriate records.
- Performs other related duties as assigned.

## **MINIMUM REQUIREMENTS**

- Associate degree or higher.
- Two (2) or more years of successful experience in a personnel administration or records management function for a large or medium-sized entity.
- Any combination of education, training, and experience which provide the required knowledge, skills, and abilities to perform the essential functions of the job.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of and ability to use a personal computer and software.
- Requires the ability to communicate with school personnel, district employees, and public in a professional manner.
- Requires the ability to display effective oral and communication skills.
- Requires the ability to display knowledge of and ability to read and interpret applicable statutes, rules, and policies.
- Requires the ability to work autonomously.
- Requires the ability to display possession of good mathematical skills.
- Requires the ability to display knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.
- Requires the ability to manage the budget within the assigned department.

**PHYSICAL DEMANDS**

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force as frequently as needed. The work also requires the following physical abilities in order to perform the essential job functions: fingering, talking, and visual acuity.

**WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**